Events Calendar Submission Guidelines

Be Ready Utah provides a listing of local, regional and statewide events that correspond with the objectives of the initiative "to provide resources so that citizens can be informed, be trained and volunteer." Please note that this list is not inclusive of all events held in the state.

Be Ready Utah will consider listing events that meet the following criteria:

1. Submission Criteria:
   a. Preparedness events that are community based;
   b. Events that are supported by local non-profit organizations which promote disaster response and emergency preparedness. (e.g., celebrations, shows, performances)
   c. Events which are educationally-oriented (e.g., trainings, workshops, forums, seminars, conferences.)

2. The following event information is required and must be submitted in a timely manner (3 working days advance notice) to the calendar administrator:

   Date(s)
   Time
   Event Category (workshop, training, conference, performance, etc)
   Title of event and short description
   Location (Venue) and Physical Address (Street, City)
   Admission Price (if any)
   Contact Name
   Contact Phone
   Contact Email
   Sponsor

3. To enter your event, go to the "events calendar" section on our website. Go to the tabs (day, week, month, search, update) and click **"update."** Enter the following user name and password to login to the calendar.

   User ID: public
   Password: public

   Events submitted for review will not be included in the calendar until approved by the calendar administrator. Events will be posted within three working days.

The Be Ready Utah Events Calendar is maintained to post events throughout Utah that correspond with the objectives of the initiative. Events that are submitted and meet our policy for listing will be posted. Incomplete submissions will not be posted. Event requests deemed to be associated with illegal, fraudulent or malicious activity, partisan political activity or religious promotion will not be considered.